



## DELAWARE JUDICIARY

### SUPERIOR COURT OF DELAWARE

#### Non-Merit Position

(This position is exempt from the State of Delaware Merit System)

Posting # SC0121N21

#### JURY SERVICES MANAGER

**Opening Date:** 1/21/2021

**Closing Date:** 2/4/21

#### Anticipated Vacancy

**Salary:** \$45,202 - \$56,503 per year (Minimum – Midpoint) Pay Grade 15

**Recruiting For:** Superior Court of Delaware

**Location:** This is a statewide position however it is primarily located at the Leonard L. Williams Justice Center, City of Wilmington (Please check this location on your application).

**Summary Statement:** The incumbent is responsible for the statewide operations of the Jury Services Department, coordinating with all Superior Court and Court of Common Pleas Judges in the scheduling of jury trials and summoning jurors for jury duty. This position ensures the courts are following the designated rules and procedures for jury selection allowing for a true representation of the cross-section of the community.

#### **Essential Functions:**

- Directs the daily operations, work performance, work assignments and workload completion within the Jury Service Office.
- Directs the activities within the Jury Services Office to ensure effective application of Court rules, best practices, policies and procedures.
- Plans, reviews and manages the Jury Services' automated system, Jury+. Additionally, works with Jury+ to identify and determine what operational enhancements are necessary to improve court and jury efficiencies.
- Compiles and evaluates statistical reports to confirm the use of best practices and identify operational efficiencies and any deficits. Provides copies of statistical information as requested.

- Confers with Judges, Commissioners, attorneys, litigants, government officials and the general public about Superior Court policies and procedures to ensure the adequate level of services or summons are being provided or to respond to unusual circumstances and demands.
- Ability to identify and analyze problems, needs or issues that arise and generate the appropriate training, form, or policy/procedure to address the problem, need or issue.
- Process and submit statewide juror payroll.
- Maintain juror and payroll records in accordance with the State's Retention Policy.
- Prepare and submit yearly budget requests.
- Performs related work as required or assigned.

**Minimum Qualifications:** Please address each item separately on the Minimum Qualifications page of the application. Resumes may not be substituted for the application. Failure to do so will result in disqualification. Applicants must meet each of the following qualifications. Failure in any one area will result in a rating of "not qualified."

1. Three years' experience in court operations management and supervision.
2. Three years' experience as a manager in the interpretation of laws, rules, regulations, standards, policies, and procedures.
3. Three years' experience in staff supervision which includes planning, assigning, reviewing, and evaluating the work of others.
4. Experience in using an automated information system to enter, update, modify, delete, retrieve/inquire and report on data.
5. Six months' experience in narrative report writing.
6. Ability to communicate courteously and effectively, both verbally and in writing.

**Conditions of Employment:**

- A satisfactory criminal background check is required as a condition of hire and to maintain employment.
- Direct deposit of paychecks is required as a condition of employment.
- Travel to Kent and Sussex Counties is a requirement the job.

**Benefits:** To learn more about the comprehensive benefit package please visit the web-site at <https://dhr.delaware.gov/benefits>.

**Submitting Your Application:** Visit the website at <http://courts.delaware.gov/career/>.

Click on "apply" next to the job posting and print, or complete and print, the Judicial Branch Non-Merit Employment Application in either WORD or PDF format. Applications should be submitted by any **ONE** of the formats listed below prior to the closing date stated on this announcement.

1. Send your application as an e-mail attachment with the words "Application Form" in the subject line to: [apps.superior@delaware.gov](mailto:apps.superior@delaware.gov) (preferred method)
2. Fax your application to: (302)255-2350, Attention: Human Resources
3. Mail your application to:  
 Superior Court of Delaware  
 Leonard L. Williams Justice Center  
 500 N. King Street, Suite 2850  
 Wilmington, DE 19801

**Attachments to Applications:**

- Please do not submit copies of evaluations, letters of reference, training certificates, or college transcripts unless requested.
- If supplemental information is requested by the posting, be sure to include it when you submit your application prior to the closing date.
- Applications or additional information will not be accepted after the closing date.
- Resumes will not be accepted unless accompanied by the application.

**Accommodations:**

- Accommodations are available for applicants with disabilities in all phases of the application and employment process. To request an auxiliary aid or service please call (302) 739-5458.
- TDD users should call the Delaware Relay Service Number 1-800-232-5460 for assistance.

**The Delaware Judiciary - An Equal Opportunity and Affirmative Action  
Employer**